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COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

Federal Grants & Programs Division

Sexual Assault Services Formula Program (SASP)

SFY 2024 SASP Funding Announcement

AWARD PERIOD (TWO YEARS)

July 1, 2023– June 30, 2025

YEAR 1 AWARD AMOUNT

\$600,000

DEADLINE

March 15, 2023 by 5:00 PM (CST)

[Apply for SFY 2024 SASP](#)

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Alexandra Beck, Director of Federal Grants & Programs | 402.471.3413 | alexandra.beck@nebraska.gov

In accordance with the Americans with Disabilities Act, Nebraska will provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission at 402.471.2194. (TTY 711 or TDD 1.800.833.7352)

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Introduction

This solicitation is for applicants who wish to apply for competitive funds under the Federal Sexual Assault Services Formula Program (SASP) (Statutory Authority 34 U.S.C. § 12511). SASP is administered federally by the Office on Violence Against Women (OVW), a component of the United States Department of Justice (DOJ). More information on SASP may be found at <https://www.justice.gov/ovw/grant-programs>.

The Nebraska Crime Commission (NCC) is the State Administering Agency for SASP. The Federal Grants & Programs Division (FG&P) administers the grant funds under this program. Information about NCC and its various grants and other resources can be found at <https://ncc.nebraska.gov/>.

Purpose

SASP funds are solely dedicated to the provision of direct intervention and related assistance to help victims and survivors of sexual assault heal from the trauma of sexual violence.

As defined by the National Sexual Violence Resource Center, sexual violence is a range of sexualized behaviors that involve contact and non-contact. Sexual violence is different from domestic and dating violence. Whereas domestic/dating violence is defined by a type of relationship, sexual violence is defined by unwanted behaviors. Like other forms of violence, sexual violence impacts all gender types and ages. Perpetrators can be relatives, acquaintances (i.e., significant other, friend, co-worker, neighbor, coach, teacher, or religious leader) or strangers. For many survivors, the healing may require assistance from survivor-centered social service agencies skilled in healing-centered engagement and strengths-based victim services. To effectively respond to the unique issues and concerns presented by victims and survivors of sexual assault, meaningful services must be made available to anyone, regardless of age, and with the capacity to address needs as they arise across the lifespan. These include programs and services such as rape crisis centers, dual programs offering both domestic and sexual violence intervention services, 24-hour sexual assault hotlines, crisis intervention services, support groups and healing circles, counseling/therapy, innovative support services, and medical and criminal justice accompaniment.

SASP is designed to support the establishment, maintenance, and expansion of rape crisis centers and other non-government or tribal programs and projects to assist individuals who have been victimized by sexual violence, **without regard to the age of the individual**. Federal funds provided through SASP are designed to **supplement** other funding sources directed at addressing sexual assault on the state and territorial level.

Purpose Areas

Funds under this program must be used for one or more of the following purposes:

1. To provide intervention, advocacy, accompaniment, support services, and related assistance to:
 - a. Adult, youth, and child victims of sexual assault.
 - b. Family and household members of such victims.
 - c. Those collaterally affected by the victimization (i.e., friends, coworkers, classmates), **except** for the perpetrator of such victimization.

2. To support the establishment, maintenance, and expansion of rape crisis center and other programs that provide direct intervention and related assistance addressing sexual assault. Allowable expenses may include:
 - a. 24-hour hotline services providing crisis intervention services and referral.
 - b. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
 - c. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
 - d. Information and referral to assist the sexual assault victim and family or household members.
 - e. Community-based, culturally specific services, and support mechanisms, including outreach activities for underserved communities.
 - f. Development and distribution of materials on issues related to the services described in 1-5 above.

Priorities

- **Projects providing sexual assault services grounded in strength-based methods and centered on trauma-informed engagement and healing.** These include projects utilizing innovative support services or alternative approaches that integrate conventional and trauma-informed therapies to promote healing across the lifespan. More information on these methods can be found at [Holistic Healing Services for Survivors - Resource Sharing Project](#).
- **Projects addressing the specific challenges that rural communities face in providing sexual assault victim services.** In the [report](#) *Who Is Not Served: Barriers to Helpseeking for Sexual Violence Survivors in Rural Nebraska* (June 2020), applicants can find information and recommendations specific to Nebraska. This report was developed by HTI Labs in cooperation with the Nebraska Coalition to End Sexual and Domestic Violence and was partially funded by SASP.
- **Culturally specific organizations and projects providing sexual assault services to underserved populations.**

Underserved Populations

These are populations that face barriers in accessing and utilizing victim services. These populations include those underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age) or determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate. Services for underserved populations were also addressed in the FFY 2022-2025 STOP Implementation Plan, which can be found at [Strategic Plans | Nebraska Crime Commission](#).

Rural Populations

Rural populations are considered an underserved group for various reasons. In the [report](#) *Who Is Not Served: Barriers to Helpseeking for Sexual Violence Survivors in Rural Nebraska* (June 2020), attributes of “small-town”

environments (i.e., issues of confidentiality, fears of repercussion, and social connections enjoyed by perpetrators) were noted as making helpseeking in rural areas more difficult.

Applicant Eligibility

Eligible applicants for SASP are limited to rape crisis centers and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. The term “rape crisis center” means **a nonprofit, nongovernmental or tribal organization, or government entity that provides intervention and related assistance to victims of sexual assault without regard to their age**. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services.

Faith-Based and Community Organizations: Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is the policy of the Nebraska Crime Commission that faith-based and community organizations that statutorily qualify as eligible applicants under SASP are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

Project & Budget Periods

SFY 2024 SASP has an overall project period of two years - July 1, 2023 to June 30, 2025. The project will be split into two separate budget periods: Year 1, ending on June 30, 2024, and Year 2, ending on June 30, 2025. **Applicants should develop a budget for Year 1 (July 1, 2023 to June 30, 2024 or no more than 12 months of operations).** The project period for Year 1 must start on or after July 1, 2023 and end by June 30, 2024.

Year 2 award amounts will be determined based on availability of funds and successful operations of Year 1. **Projects with unspent funds at the end of each budget period will be required to deobligate those dollars.**

Funds Available (Estimated)

The Nebraska Crime Commission will award \$600,000 for this solicitation that covers Year 1 of a two-year project period. Funding for Year 2 will be determined by availability of funds and the project’s successful grant management. Successful grant management of Year 1 is generally defined as reporting at least 90% of expenditures of awarded funds and meeting at least 90% of Performance Measures in Year 1, unless extenuating circumstances are communicated to your Grant Manager.

Match Requirement

None. Although match is not required for SASP, applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of federal SASP funding to ensure

long-term success of their programs.

[Application and Funding Timeline \(Tentative\)](#)

Dates/times are subject to change. Updates will be posted on NCC Website. [Listed times are Central Time Zone.](#)

February 1, 2023	FG&P SFY 2024 Funding Opportunities Announced
February 3, 2023	FG&P SFY 2024 Applicant Training – 9:30 AM
February 24, 2023	FG&P SFY 2024 Application Q&A – 10:00 AM
March 15, 2023	FG&P SFY 2024 Applications due by 5:00 PM
March 16, 2023	NCC Technical/Administrative Review begins
March 20-24, 2023	Pre-Award Site Visits (or web meetings) for NEW Applicants
April 12-14, 2023	NCC Staff Review (funding recommendations)
April 27, 2023	Crime Commission Funding Panel Review (final determination)
May 11, 2023	Funding determination letters sent by NCC
June 1, 2023	Award contingencies due to NCC
June 2023	Grant awards issued by NCC
July 2023	Grant projects begin

[Correspondence](#)

All application and grant correspondence will include the applicant’s identified Project Point of Contact. Contacts such as the Financial Point of Contact, the Authorized Official or other applicant-designated individuals may be included in correspondence as deemed appropriate.

[AmpliFund](#)

AmpliFund is the online grant management system currently utilized by NCC. Applications must be submitted within AmpliFund at the following link. Funded projects will receive additional information and system permissions to report on project activities and expenditures once awards have been issued and approved.

<https://ne.amplifund.com/Public/Opportunities/Details/aa247d6c-a9a9-412e-9b03-890c36e085b6>

[Applicant Training and Technical Assistance](#)

- **FG&P SFY 2024 Applicant Training**
Friday, February 3, 2023
9:30 AM– 11:00 AM (CST)

Join 02/03 Zoom Meeting at:
[FG&P SFY 2024 Applicant Training](#)

Webinar can be accessed using the above link. For additional webinar access information or a calendar meeting invitation, contact Alexandra Beck. The webinar will be recorded. Recording and

associated webinar materials will be subsequently posted at: <https://ncc.nebraska.gov/grant-apps>.

- **FG&P SFY 2024 Application Q&A**
Friday, February 24, 2023
10:00 AM – 11:00 AM (CST)

Join 02/24 Zoom Meeting at:
[FG&P SFY 2024 Application Q&A](#)

Webinar can be accessed using the above link. For additional webinar access information or a calendar meeting invitation, contact Alexandra Beck. The webinar will be recorded. Recording and associated webinar materials will be subsequently posted at: <https://ncc.nebraska.gov/grant-apps>.

- For assistance or questions regarding the SASP Grant Program, please contact Alexandra Beck, Federal Grants and Programs Director at (402) 471-3413 or alexandra.beck@nebraska.gov.
- For assistance with AmpliFund, reach out to Nebraska AmpliFund Support at (844) 735-0239 or support@ne-amplifund.zendesk.com. Applicants may also access resources and chat with AmpliFund Support staff through the AmpliFund Customer Support Portal at <https://ne-amplifund.zendesk.com>.

Application Review Process

- Projects will be reviewed as competitive applications.
- Review will be based on the following criteria: applicant eligibility, adherence to requirements and guidelines, ability and capacity of the proposed project to make an impact on the identified problem, availability of other resources to address the problem or need of the proposed project, cost effectiveness of the proposed project, amount of grant funds available, and the performance and/or ability of the applicant to manage a grant program.
- Applications will also be considered according to the SASP priorities.
- **New applicant organizations can expect an on-site visit or virtual meeting the week of March 20, 2023.** The individual listed as the Project Point of Contact on the application must be present. Arrangements will be made by NCC.

Grant Application and Implementation Requirements

System for Award Management (SAM) Registration

All applicants must be registered in the SAM database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. **Applicants must update or renew their SAM registration annually.** Information to register or update your entity records can be accessed at <http://www.sam.gov/>. **Applicants are highly encouraged to start the SAM registration process or check on the status of your SAM registration as soon as possible since there could be difficulties or delays with this system.**

Proof of Non-Profit Status

Non-profit organizations must submit the following documentation with the application for SASP funding: 1) **A copy of their non-profit certification AND 2) their most recent 990 or equivalent.**

All non-profits funded are required to make their financial statements available online (either on the non-profit organization's website or another publicly available website). Organizations that have federal 501(c)(3) tax

status will be considered in compliance with this requirement, to the extent that the organization files IRS Form 990 or equivalent, as several sources already provide searchable online databases of such financial statements.

Certified Assurances

As a recipient of federal funds, the Crime Commission must sign and pass on certain grant requirements to subgrantees. The FG&P Certified Assurances addressing these requirements can be found within AmpliFund. Certified Assurances must be signed by the applicant's Authorized Official and submitted with the grant application.

Office of Civil Rights

Pursuant to 28 CFR Section 42.302, all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive SASP funds or are subawarded SASP funds via program agreements are required to conform to the grant program requirements. If there is a violation to this, it may result in suspension or termination of funding, until such time as the recipient is in compliance.

Nondiscrimination (Civil Rights)

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. All subgrantees must prepare a written policy regarding how the agency will actively notify staff and program participants of nondiscrimination policies.

Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. All subgrantees must develop a written LEP plan. For more information access: <http://www.lep.gov>.

Equal Employment Opportunity Assurance of Compliance

Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan or Certification form and a written policy regarding how the agency will actively notify staff of nondiscrimination policies. An EEO Reporting Tool is available at: <https://ocr-eeop.ncjrs.gov/>.

Employment Eligibility Verification

Award recipients (at any tier) must properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2).

Confidentiality

Any agency not covered under federal or state statute must have written confidentiality policies in place that prohibit the disclosure of individually identifying information for or about an individual including information likely to disclose the victim of domestic violence, dating violence, sexual assault, or stalking. Regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. Individually identify information includes name, home or other physical address, contract information (including a postal, email address, internet protocol address, telephone number, or fax number), Social Security number, driver's license number, passport number, student identification number, and any other information such as date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual without the prior voluntary written consent of the victim. Victims cannot be required to provide a consent to release personally identifying information in order to receive SASP funded services.

Awarded applicants are required to document compliance with confidentiality and privacy provision for minors who are permitted by law to receive services without parent or guardian consent to authorize release of information without parent or guardian consent.

Determinations of suitability to interact with participating minors

Award recipients (at any tier) must make determinations of suitability before certain individuals may carry out project funded activities that involve interacting with individuals under the age of 18. This requirement applies regardless of an individual's employment status. The details of this requirement are posted here: <https://ojp.gov/funding/Explore/Interact-Minors.htm>

Policy for Response to Workplace-Related Incidents

Subrecipient must have a policy, or issue one within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. Details of this requirement can be found at: <https://www.justice.gov/ovw/award-conditions>. Subrecipient must agree to make policies available to the Crime Commission upon request.

Subawards

Subawards, also referred to as sub-subawards or pass-through-funds, involve the passing down of federal funds to a partner agency to conduct activities that assist in the overall achievement of project outcomes. The lead agency identified in the application will issue the subaward and reimburse the partner agency for actual costs. The lead agency is also responsible for monitoring the partner agency's compliance with grant requirements. If the subaward activities will benefit individuals under 18 years of age, the applicant agrees to pass down the condition to the partner agency to determine suitability to interact with minors.

All subawards must have specific Crime Commission authorization. Each partner agency subawarded funds under this project must have a signed subaward and special conditions with the lead agency. **Prior to issuing funds to partner agencies, the lead agency must check for suspension or debarment.** The lead agency/subrecipient must provide a copy of the signed subaward and special conditions before receiving reimbursement for subaward expenses from the Crime Commission.

Agency Audits & Documentation

Agencies receiving federal funds from various sources totaling \$750,000 or more during their fiscal year are required to have a Single Audit. This single organization-wide audit shall be conducted in accordance with the provisions of Title 2 CFR Subpart F and a copy shall be provided to the Crime Commission.

If less than \$750,000 is expended in one year, then the agency is exempt from federal audit requirements. However, it is highly recommended that a complete agency audit complying with Title 2 CFR Subpart F is conducted once every three years.

Authorized representatives of the Crime Commission or federal representatives shall the right to examine all records related to this grant for the purpose of audit and examinations. Types of documentation that must be maintained are detailed in the following section.

Financial Requirements

Supplanting

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. **A recipient cannot use federal funds to supplant (replace) other existing funds.** Any request to support a project with federal funds must address how the request is NOT supplanting of funds. The applicant must address supplanting by clearly addressing the following:

- a) How the costs were previously funded.
- b) Why the funds are no longer available.
- c) When the funds ended and/or any temporary funding agreements or arrangements.

Accounting System and Records

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subrecipients accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
- b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- d) **Hourly timesheets with details of project activities, signed by the employee and supervisor**, to document hours personnel worked on grant related activities. Match hours must be documented in the same manner. Payroll expenses claimed for reimbursement must correspond with actual time spent on the project, as supported by timesheets.
- e) Prorated costs are required to be calculated and documented monthly by utilizing the Proration of Costs Spreadsheet. This spreadsheet must be submitted with every applicable monthly drawdown request. The NCC Grant Manager assigned to your organization will review to ensure that only the actual costs

for that reporting period are reimbursed.

- f) Maintenance of payroll authorizations and vouchers.
- g) Maintenance of records supporting charges for fringe benefits.
- h) Maintenance of inventory records for equipment purchased, rented, and contributed.
- i) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- j) Provisions for payment by check.
- k) Maintenance of travel records (i.e., mileage logs, gas receipts).
- l) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
 - State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
 - Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
 - All other agencies must adhere to the written process of the agency. If an agency doesn't have a written policy, it should plan to follow state procedure (i.e., the DAS Procurement Process).

Equipment

Equipment (including replacements) purchased in whole or in part with federal funds must be maintained and the following requirements must be followed.

- a) Maintain property records which include all of the following:
 - Description of the property
 - Serial number or other identification number
 - Source of the property Identification of the title holder
 - Acquisition date
 - Cost of the property
 - Percentage of Federal participation in the cost of the property
 - Location of the property
 - Use and condition of the property
 - Disposition data, including the date of disposal and sale price
- b) Conduct a physical inventory of the property and reconcile the results with the property records at least once every 2 years.
- c) Loss, damage, or theft:
 - A control system must be in place with adequate safeguards to prevent these occurrences.
 - Promptly and properly investigate any loss damage, or theft.
 - Establish and use adequate maintenance procedures to keep the property in good condition.
 - If authorized or required to sell the property, a proper sales procedure must be established

to ensure the highest possible return.

- d) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
- If the item to be disposed of has a current per -unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to NCC.
 - If the item has a current per-unit fair market value of \$5, 000 or more, it may be retained and sold, but NCC will have a right to a specific dollar amount.

Contracts

Contracts must adhere to established procurement processes. Any request for a noncompetitive approach for a contract of \$250,000 or more will require additional approval from OVW.

Fully Funded Positions

Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.

Program Income

Program income is gross income earned by a non-federal entity that is directly generated by a supported activity or earned as a result of the grant award during the project period. For example, projects with BIP services funded by STOP would have program income from the fees collected from BIP participants. Prior approval is required before a project can earn program income. Without prior approval, program income must be deducted from total allowable costs to determine the net allowable costs. Program income added to the award must be used to support activities approved in the budget and follow the conditions of the award. In addition, program income may be used to reduce program costs (with the extra amount returned to the federal government) or used toward the matching requirement. Program income may only be used for allowable program costs, however, and must be expended prior to expending federal funds. Additional information on program income can be found in the [DOJ Grants Financial Guide](#).

Grant Commencement and Management

Special Conditions and Implementation

Awarded applicants must sign Special Conditions issued with the award that include requirements under federal and state laws in addition to requirements for accounting, data collection and reporting.

Funded projects must be implemented within 30 days from the start date listed on the grant award or another date specified upon issuance of the grant award. Failure to implement a project within the time frame, or a time frame agreed upon by the grant administrator, may result in the loss of grant funds. **Purchases for budgeted one-time expenses (such as equipment and technology needs) should be made in the first quarter** to ensure that the project fully benefits from the purchase.

FG&P Grant Management Training (GMT)

Project Points of Contact (PPOCs) and Financial Points of Contact (FPOCs) are required to complete GMT.

PPOCs and FPOCs for new projects, continuation projects whose personnel haven't attended GMT since 2019, and those with new project personnel will need to complete GMT at this time. **New PPOCs and FPOCs are required to complete GMT within 120 days.** For newly funded projects, the timeframe for completing GMT is the latter of 120 days after receiving the grant award or 120 days from the beginning of the project. In the event of personnel changes, new PPOCs and FPOCs are required to complete GMT within 120 days from the effective date of taking the position. **All PPOCs and FPOCs are required to retake GMT every three years.**

This training is also recommended (but not required) for other staff supporting the project as applicable. More information on completing GMT will be provided to funded projects.

Monthly Financial and Performance Reporting (AmpliFund)

Monthly reporting on project expenditures and objectives is to be completed within AmpliFund. Monthly reporting is due on the 15th of the following month. All payments will be issued on a reimbursement basis. Required documentation must be submitted and approved for payment to be processed.

Annual Report

Subrecipients are required to collect and maintain data that measures the effectiveness of grant funded activities. Accordingly, the subrecipient agrees to submit annual electronic progress reports. Subrecipient is required to collect the information from any subawards, which are included on the Measuring Effectiveness Program Reports for the federal OVW Program. This annual report is based on a calendar year. Additional information and instructions for submitting the report each year will be provided by NCC.

Allowable Uses of Funds

Allowable uses of funds include but are not limited to the following:

1. To establish, maintain, and/or expand rape crisis centers and other nongovernmental or tribal programs and projects to assist those victimized by sexual assault, without regard to the age of the individual.
2. 24-hour hotline services providing crisis intervention services and referral. If the hotline covers a broader array of issues, the costs must be prorated according to the percentage of calls that are for sexual assault, and the people who answer the calls need to have sexual assault specific training.
3. Accompaniment and advocacy through medical, criminal justice, and social support systems including medical facilities, police, and court proceedings.
4. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members. Women's only and men's only support groups are allowable only when segregation by sex is necessary to the essential operation of the program. In this case, "comparable services" must be provided to victims/survivors who cannot be served by the sex-specific groups.
5. Short-term (up to one year) counseling/therapy services, including funding of licensed mental health professionals with experience in treating sexual assault trauma.
6. Innovative support services and alternative approaches that integrate conventional and trauma-informed

therapies to promote healing across the lifespan.

7. Information and referral to assist the sexual assault victim and non-offending family or household members.
8. Client assistance (i.e., gas, food, clothing) for sexual assault victims.
9. Community-based, culturally specific services and support mechanisms, including outreach activities to underserved communities.
10. Support for sexual assault services to victims and survivors who are incarcerated.
11. Campus projects providing sexual assault services.
12. Outreach activities to inform individuals about the sexual assault services provided by the funded project.
13. Development and distribution of materials on issues related to the sexual assault services provided. Activities may include developing culturally and linguistically accurate materials and developing translated resources.
14. Support for advocates to provide sexual assault services.
15. Training for SASP-funded advocates.
16. Volunteer-related activities, so long as those volunteers provide direct sexual assault services for victims. Allowable activities would include training volunteers to provide crisis intervention and supervision of volunteers.
17. Funds may be used to serve a specific age group, such as funding a children's advocate or a youth advocate. However, the organization itself must provide services to sexual assault victims of all ages.
18. **Indirect Costs:** Agencies that request indirect cost funding must be able to report their indirect cost rate as it applies to the agency. Indirect costs are those costs that are general or centralized expenses necessary for the overall administration of an organization. They are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, "indirect costs" means those costs that are included in the organization's established indirect cost rate agreement. Such costs are generally identified with the organization's overall operations and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant program, projects are permitted an allocation for administrative costs under [one](#) of the following options:

- **[Federally Approved Indirect Cost Rates:](#)** Agencies who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs.

OR

- **[De Minimis Rate:](#)** Agencies who do not currently have a federally approved indirect cost rate agreement

can elect to charge a de minimis rate of 10% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both).

OR

- **Pro-rating:** Projects can prorate various administrative and general expenses up to 10% (which is consistent with the de minimis rules). These types of allocations must identify the specific costs involved and indicate the percentage allocated of the total costs. All costs must be considered necessary, allowable, reasonable and allocable. Additional project allocations can be made; however, they must be for the provision of direct services. For example, the position of Executive Director could be allocated up to 10% for the administrative tasks conducted that are necessary to the project's success. These costs still must be justified. An additional percentage of this position's time could be allocated to the project if the position conducts direct service activities. In this case, a job description would be required outlining the percentages of time that the position spends in various administrative duties versus direct services tasks.

Projects using prorating methods must submit a Proration of Costs Spreadsheet (provided by the Crime Commission) with every reimbursement request in order to verify actuals. Method of prorating (FTEs, square footage, etc.) must be consistently applied and cannot vary from month to month.

Not Allowed

Unallowable costs include but are not limited to the following:

1. Research projects (outside of program assessments conducted only for internal improvement purposes).
2. Sexual assault forensic examiner projects or criminal justice activities (i.e., law enforcement, prosecution, courts, or forensic interviews).
3. Prevention and education activities.
4. Projects focused on training allied professions and/or communities for statewide training efforts.
5. To establish or maintain Sexual Assault Response Teams.
6. Domestic violence services unrelated to sexual violence.
7. Activities that jeopardize victim safety, deter, or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions, including the following. Additional details beyond the below can be found at: [FY 2022 Solicitation Companion Guide \(justice.gov\)](https://www.justice.gov/fy2022-solicitation-companion-guide).
 - Procedures or policies that exclude victims from receiving services based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.
 - Procedures or policies that compromise the confidentiality of information and/or privacy of victims.
 - Procedures or policies that require victims to take certain actions (i.e., seek an order of protection; receive counseling; participate in counseling, mediation, or restorative justice/circle processes; report to law enforcement or other authorities; seek civil or criminal remedies) or penalize them for failing to

do so.

- Procedures or policies that fail to include conducting safety planning with victims.
- Project designs, products, services, and/or budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are deaf or hard of hearing, including accessibility for such individuals.
- Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent.
- Partnering with individuals or organizations that support/promote practices that compromise victim safety and recovery or undermine offender accountability.

8. Lobbying

9. Fundraising activities

10. Purchase of real property

11. Construction

12. Physical modifications to buildings, including minor renovation such as painting or carpeting.

13. To purchase food and/or beverages for any meeting, conference, training, or other event is not allowable. All such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement, and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, provided they fall within the guidelines.

Application Submission Requirements & Deadlines

Only electronic submissions through the AmpliFund application platform will be accepted for **SFY 2024 SASP**. Applicants may use the following link to apply: [Apply for SFY 2024 SASP](#).

Access to the application within AmpliFund closes at the time and date of the deadline indicated on the cover page of this document. No applications or attachments will be accepted once the system closes. Failure to submit all documentation and/or information required for the proposed project will negatively affect the applicant's eligibility and award review process. If an award is granted, it may result in conditions that preclude the recipient from accessing or using award funds until conditions are satisfied.

It is recommended that the application submission process be completed 72 hours prior to the deadline to avoid delays that may result from technical difficulties. Log in to the system well in advance to ensure there are no issues. This platform requires users/organizations to register. If you already have a profile in the system, do not create a new one. If you are unsure about the status of your profile or your organization's registration, are having trouble logging in, or are encountering any other technical issues with the system, submit a ticket to the AmpliFund Help Desk to inquire (support@amplifund.zendesk.com). AmpliFund help desk hours are Monday-Friday 7am-7pm (Central Time).

Standardized grant application, instructions, and forms for the SFY 2024 SASP Grant Program are available at

<https://ncc.nebraska.gov/grant-apps> and in the AmpliFund platform.

Application format:

1. Use only the provided forms and instructions for the SFY 2024 SASP Grant Program.
2. No cover letters.
3. Use no less than an 11-point font and adhere to space limits.
4. Cite all sources of data and any statistics.
5. Additional information in the form of appendixes is not accepted.

[Application Instructions - SFY 2024 SASP \(via AmpliFund\)](#)

Refer to the NE CC Applicant User Guide (SFY 2024 SASP) provided by AmpliFund for detailed instructions on accessing and submitting the application. User Guides will be posted at <https://ncc.nebraska.gov/grant-apps> after the FG&P SFY 2024 Applicant Training Session on Friday, February 3rd.

Project Information page – fill out the general application information as required by AmpliFund, including the name of the project, the federal amount requested, and the contact information for the person completing the agency’s application. Please use “[SFY 2024 SASP – AGENCY NAME](#)” for the application name.

From the menu on the Application Forms page, select [SFY 2024 SASP - Application Form](#) to access the application and provide the following information. Necessary attachments that are not requested on this form may be provided under the [SFY 2024 SASP – Document Uploads](#) form.

Program Information

Fill in your project title. Select the best option to complete the statement, “If awarded, these funds will...”

Applicant and Contact Information

The applicant must be the agency that will receive and disburse the grant funds. Select the type of agency. If your agency is a Nonprofit/501(c)(3) organization, you are required to upload your nonprofit verification and the most recent IRS Form 990 or equivalent proof of their financial statements being available online.

The federal Employee Identification Number (EIN) and the SAM Unique Entity Identification (UEI) number must be that of the applicant. Each applicant is required to attach a downloaded PDF copy of the applicant’s SAM registration.

The application must identify a Project Point of Contact, a Financial Point of Contact, and an Authorized Official for the proposed project. Each position must be assigned to a different individual. These persons are responsible for oversight of the project and will need to complete various responsibilities, including completing certifications, throughout the course of the project. Changes in these positions will require a project change request identifying the new personnel.

- **Project Point of Contact (PPOC):** primary contact for the project, responsible for overall project management and correspondence with the Crime Commission.
- **Financial Point of Contact (FPOC):** responsible for financial reports and fiscal oversight of the project.

- **Authorized Official (AO):** individual representing the applicant agency who possesses the authority to sign contracts and agreements on behalf of the agency. The Authorized Official is typically considered to be the City Mayor, the Chair of County Board/Council, the Board President of a non-profit organization, or Designee through Tribal Resolution. If the person identified as the Authorized Official has another position, a copy of the agency policy or bylaws supporting their signing authority shall be provided.

Community / Service Area Description

Information provided should be specific to the service area identified by counties and/or cities served by the project. The demographic information requested in Tables 1 and 2 is required.

The information requested in Table 3 on marginalized and underserved populations is optional. However, this information should be provided as applicable to the proposed project and should be reflective of the local service area.

Sustainability

To address the level of stability of the proposed program beyond SASP funding, address the applicant organization's mission and purpose; length of time in operation; numbers of agency staff and volunteers; organization structure; current scope of sexual assault services or operations; agency accreditations, etc.; and recent milestones related to sustaining the agency or the agency's services. **The table providing information on agency staff and volunteers is required.**

Supplemental Funding Chart

Agencies must provide information on the entire operating budget and sources of funding for the victim services program in the most recently completed 12-month budget. Complete the chart to show total program income from all sources as well as other funds available to this project. Applicants who are State, County, or City entities with much larger scopes should complete information based on where the proposed project will operate from such as a division, department, unit, etc. All other applicants or lead agencies should complete information based on the agency's total budget.

Agencies should also explain how SASP funds will be used to supplement the agency's other funding sources.

Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover identical cost items outlined in the budget in the application under this solicitation. NCC seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

1. Identify any pending applications for federally and/or state-funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover identical cost items included in the budget for this application.
2. Provide the following information about pending applications submitted within the last 12 months:

- a. Federal or state funding agency
- b. Agency point of contact information (name, phone number, email address)
- c. Solicitation name
- d. Project or application name

If the applicant does not have any pending applications, indicate "None" on the application form.

Project Narrative

Address the following information for the proposed project in AmpliFund.

1. **Project Period** – SFY 2024 SASP will have a two-year project period of July 1, 2023 to June 30, 2025. All projects must start on or after July 1, 2023. All Year 1 projects must end by June 30, 2024. Indicate your Year 1 Project start and end dates to include month, day, and year.
2. **Project Summary** – provide a concise statement (150 words or less) highlighting the major aspects of the proposed project.
3. **Services** –
 - a. Indicate which of the SASP priorities identified in the instructions the project will address.
 - b. Identify the specific underserved populations (as defined in the instructions) the project will serve and provide the rational or reason(s) for selecting the population(s).
 - In identifying underserved populations, applicant's rational or reason(s) should include local or state data and information on populations, issues or concerns, trends, etc. Minimize the use of national data.
 - Rational could provide a brief description of the community, and social and economic factors experienced by the underserved population(s) the project will serve.
 - c. Outline the strategies and/or methods the project will use to reach underserved communities.
4. **Sexual Assault Services** –
 - a. Describe the sexual assault services that the project will provide.
 - b. In addition to SASP funded employees included in the proposed budget, describe any other individuals from the agency that will be supporting the project.
 - c. Explain the methods, approaches, and/or strategies the project will use to promote healing and to address trauma. Include any anti-oppression and anti-racial efforts.
 - d. Discuss how feedback about services received will be gathered from program participants and how the feedback will be integrated into service delivery.
 - e. Explain any other essential functions and operations of this project (key community collaborative efforts, other sexual assault efforts of the agency, etc.).

SFY 2024 SASP Required Uploads & Attachments

All necessary application documents that support the proposed project are to be uploaded/attached to the online application within AmpliFund as either a PDF, Word or Excel file. It is suggested that documents be labeled in the following format: **Agency Name-Document Name** (For example: *Nebraska Crime Commission-Organizational Chart*). **Once documents have been uploaded into AmpliFund, open the file to ensure that the correct, intended items properly loaded.**

- **SAM Registration (Required)** – All applicants must provide a downloaded PDF copy of their current and active SAM registration. The legal name of the applicant organization must exactly match the name associated with the SAM registration.
- **Non-Profit Verification (Required - NON-PROFIT ONLY)** – can include: 1) a copy of 501(c)(3) designation letter; 2) a letter from the state taxing body or Attorney General stating that the applicant is a non-profit organization operating within the state; OR 3) a copy of the state certificate of incorporation that substantiates the applicant’s non-profit status.
- **IRS Form 990 OR equivalent (Required - NON-PROFIT ONLY)** – All non-profit applicants must provide a copy of their most recent 990 or equivalent.
- **Certified Assurances (Required)** – Download the *SFY 2024 Certified Assurances Template* provided in AmpliFund and have it completed by the Authorized Official listed on the application. Attach the completed form to the application.
- **Organizational Questionnaire (Required)** – Download the *Organizational Questionnaire* form provided in AmpliFund and have it completed by the Financial Point of Contact listed on application. Attach the completed form and any corresponding documentation to the application.
- **Board of Directors or Tribal Council Membership List (Required)** – Provide a complete list of Board of Directors or Tribal Council Membership. List should include board title, term served, professional position/organization, and contact information.
- **Organizational Chart (Required)** – Provide an Organizational Chart that reflects the current leadership structure of the applicant agency.
- **Letter of Support (Required)** – To demonstrate coordination, applicants are required to include to include a letter of support from a partner organization, preferably representing the underserved community or communities to be served by the project.
 - **The letter of support should be specific to the application and the proposed project.** The letter should describe their commitment to participate meaningfully in implementing the proposed SASP project.
 - Letter should be on agency letterhead and signed by an agency lead, such as the Chief of Police, Sheriff, County Attorney, or Executive Director. It is acceptable for agencies that serve multiple counties to have a Letter of Support that is signed by all county agency leads.
 - Letters of Support from employees or Commissioners of the Nebraska Crime Commission will not be accepted.

- Letter must remove or redact identifying information of any crime victims.
- **At least one letter is required for a complete application. No more than five letters will be accepted.**
- **Job Descriptions (Required)** – Attach Job Descriptions for all employees and volunteers contributing to the project as a single document.
 - Each position included in the proposed budget must have a corresponding job description.
 - Job descriptions should outline the position’s Fair Labor Standards Act (FLSA) classification (i.e., exempt or non-exempt), necessary qualifications, primary responsibilities, and specific job duties related to the project. The percentage of time spent on overall tasks should also be indicated. **Descriptions for positions providing sexual assault services need to outline those specific duties.**
- **Agency Policies** – Attach agency policies that are applicable to the proposed project. If no policy is submitted, the Crime Commission will default to the policy of the State of Nebraska. The following policies may be required (see SFY 2024 SASP Application Budget section for more details).
 - Personnel Policy (regarding leave) **(Required)**
 - Travel Policy
 - Capitalization or Equipment Policy
 - Client Assistance Policy
- **Indirect Cost Rate Agreement** – Required for agencies that have a federally approved indirect cost rate agreement. Attach a copy of your agency’s current Federally Approved Indirect Cost Rate Agreement.
- **De Minimis Certification of Indirect Costs** – Required for all agencies that are requesting 10% De Minimis. If applicable, download and attach the completed form to the application.
- **Indirect Costs Calculator** – Required for all agencies that have a federally approved Indirect Cost Rate Agreement or are requesting 10% De Minimis. If applicable, download and attach the completed form to the application.
- **Other Attachments** – Provide any other needed attachments corresponding with your application here, such as a copy of agency bylaws if needed to confirm the Authorized Official listed.

SFY 2024 SASP Application Budget

Timeframe – Year 1 (July 1, 2023 to June 30, 2024). Applicant should develop a project budget for no more than 12 months of operations.

Budget Narrative and Parameters – All costs must be necessary, reasonable, allowable, allocable and substantiated. Each line item in the budget must have a corresponding narrative address the information required. Items with incomplete narratives may not be awarded. Narratives should address the following:

1. Justification of the line item – why is the cost necessary and how will it benefit the project?
2. Explain how the request is not supplanting of federal funds.

3. Basis for the calculation - explain how the total cost of the line item was determined and how the cost was prorated for the project (or provide justification for not prorating).
4. Identify the source of any match provided.

With the goal of efficient grant management for all parties involved, applicants are encouraged to streamline their budget as much as possible. Agencies are encouraged to be mindful of the types of expenses that generally require the most review by NCC (i.e., travel and client assistance) when developing their budget. Agencies are also encouraged to consider whether charging costs indirectly instead of directly would be beneficial.

Budget Categories – expenses in the following budget categories may be included with this application.

- **Personnel:** covers the wages requested for agency employees. Volunteer in-kind match is also included in this budget category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified as contractors or consultants.

Salaries cannot exceed those normally paid for comparable positions in the community and/or unit of government. Salary increases requested under the grant must be consistent with agency policy and positions with other funding. Wages claimed for reimbursement under the grant cannot exceed 1.5% over the budgeted salary levels without a budget revision.

Occasional overtime may be allowed, if it's specifically written into the budget. Estimated overtime hours and rate of pay must be included in the narrative and budget calculations.

- **Fringe Benefits:** covers the corresponding fringe benefits for positions included under Personnel. Fringes must be equitably allocated to all funding sources according to the actual payroll percentages. Fringe benefits should be based in the employer's share only since the employee's share is to be withheld from their wages.

Only basic fringe benefits are considered allowable by the Crime Commission. This includes insurance benefits offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave, and pension/retirement. Cafeteria or opt out plans, benefits, or incentives are not considered allowable expenses and will not be reimbursed. This applies even if the agency has optional fringe benefits approved under Section 125 of the IRS Internal Regulations.

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits are allowable if the following criteria is met:

1. The leave is provided under established written leave policies.
2. The costs are equitably allocated to all related activities, including federal awards.
3. The accounting basis (cost or accrual) utilized for claiming each type of leave is consistently followed.

Leave time will not be included in the budget for fringe benefits since it's included in the normal working

hours budgeted under personnel. However, the types of leave offered as fringe benefits must be identified in the narrative. A copy of the agency leave policy will also need to be provided.

- **Travel:** necessary travel expenses for the project may be requested. Expenses budgeted cannot exceed current GSA rates, which can be found at <https://www.gsa.gov/>. Travel expenses may be claimed according to the agency’s written travel policy or the State of Nebraska policy, which can be found at [Nebraska Statute § 81-1174](#). Per State of Nebraska policy, a per diem for meals and incidentals (M&I) is provided at 70% of the GSA rate. The per diem is provided in lieu of reimbursement of actual expenditures, so receipts are not required to substantiate M&I expenses.

The travel policy utilized will need to be identified in the budget narrative. If applicable, a copy of the agency travel policy will need to be provided. Note that it continues to be FG&P policy that M&I expenses for day travel with no overnight stay are not allowable, regardless of whether the agency’s travel policy allows it.

- **Equipment:** items with a useful life of more than one year and a per-unit acquisition cost exceeding the capitalization threshold are considered equipment. Agencies may use their own capitalization policy for classification of equipment and supplies, but only if the capitalization threshold is less than the federal and state policy threshold of \$5,000. Items under \$5,000 are considered supplies per state policy, although lower-cost items may be considered equipment per agency policy.

Purchases of equipment must adhere to established procurement processes and equipment must be managed in accordance with Federal Property and Equipment guidelines. Equipment procurement and management standards are outlined in the Financial Requirements section of this document. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules, or regulations.

- **Supplies:** includes items or materials which are expendable or consumed during the project (i.e., office supplies, postage, computers, training materials, books, etc.). The agency’s capitalization policy will determine whether higher-cost items should be classified as equipment or supplies. For purchases of items that are considered substantial (i.e., computers, printers, appliances, furniture), but do not meet the threshold for procurement requirements, agencies should follow “best practices” for determining reasonable costs. In these cases, at least three comparable price listings should be obtained and retained in agency records.
- **Procurement Contracts:** contracts are utilized to purchase specific services and are based on set fees. Contracts, including those with consultants, must adhere to established and standardized procurement processes. Funded contracts must have an open and fair selection process that is void of conflicts of interest, set reasonable pay rates, and offer specific verifiable work products or services. Contract rates must be reasonable and consistent with those paid for similar services in the marketplace and align with the work proposed.
 - Any request for a noncompetitive approach for a contract of \$250,000 or more will require federal approval from the Office of Justice Programs.
 - Fees for individual consultant services are subject to the DOJ Consultant Rate prior approval

threshold of \$81.25/hour or \$650/day (8-hour day). Rates requested for reimbursement cannot exceed this threshold without prior written approval, which would require additional justification. This threshold should not be considered the maximum limit for all consultants though. The rate should be established according to skills, qualifications, and similar services in the marketplace.

- Contractor consultant travel expenses budgeted cannot exceed current GSA rates, which can be found at <https://www.gsa.gov/>.
- **Subawards:** involve the passing down of federal funds to a partner agency to conduct activities that assist in the overall achievement of project outcomes. The lead agency identified in the application will issue the subaward and reimburse the partner agency for actual costs.

All subawards must have specific Crime Commission authorization. Each partner agency subawarded funds under this project must have a signed subaward and special conditions with the subrecipient. The subrecipient must provide a copy of the signed subaward and special conditions before receiving reimbursement for subaward expenses from the Crime Commission.

- **Other Costs:** applicable “other” expenses necessary for the project may be requested in this category. Examples of costs in this category include:
 - Rent and utilities
 - Copying and printing
 - Janitorial expenses
 - Agency insurance
 - Training registration fees
 - Programming funds (i.e., group activities)
 - Single Audit
 - Victim Assistance (hotel, identification records, childcare, education or job expenses, food, etc.)

The cost of an audit is only allowable if the agency is required to complete a Single Audit. Cost of a Single Audit must be prorated according to the total federal funds received by the agency.

Programs using funds for victim/client assistance (i.e., gas, food, clothing) must have specific written policies or protocols in place to ensure that funds are utilized as intended. A copy of the agency’s policy regarding client assistance must be submitted if this is included in the proposed budget. Gift cards are not allowed. Additional information regarding client assistance can be found in the FG&P Guidebook.

- **Indirect Costs:** costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of indirect costs. Agencies may request funding for indirect costs by either establishment of a federally approved indirect cost rate agreement or by a “de minimis” rate, if eligible. The Crime Commission encourages agencies to use the 10% de minimis rate if eligible and charging costs indirectly would benefit your program. It may also be possible to negotiate an indirect

cost rate with the Crime Commission upon request.

In addition to the information provided in the budget, agencies requesting indirect costs must provide the following supplemental documentation. These documents will need to be updated and resubmitted periodically over the course of the project.

1. Support for Indirect Costs

- Agencies with a federally approved indirect cost rate must provide a copy of the current federal agreement, which indicates the status of the requested rate (provisional, fixed, or final).
- Agencies requesting de minimis indirect costs must provide a signed copy of the De Minimis Certification form (template provided within AmpliFund application).

2. Indirect Costs Calculator (template provided within AmpliFund application).

Prorating Costs for SASP – some direct costs requested under SASP may need to be prorated, because they aren't fully allocable to the proposed project. Fringe benefits must be allocated according to actual SASP payroll costs. Other prorated costs may be charged by the most applicable SASP percentage as determined by FTEs, square footage, call logs, etc. The most applicable SASP percentage may differ with various costs since the allocation (showing the corresponding benefit to the project) depends on the type of cost and how it benefits the project. The method of prorating each cost, however, must be consistently applied and cannot vary from month to month. [A Proration of Costs spreadsheet, which is provided by the Crime Commission, will need to be submitted to support the actual percentage of expenses charged to the grant each month. This spreadsheet must be regularly submitted regardless of OAT level.](#)

Submitting the SFY 2024 Budget in AmpliFund

Applicants are encouraged to develop the project budget and corresponding narratives prior to entering the information into AmpliFund, so that the information can be easily copied and updated outside of the system. Applicants can refer to the AmpliFund user guides for specific instructions on submitting the budget within AmpliFund. **Please use whole numbers.** See the following sections for details on what information must be included in the budget.

Personnel Instructions

1. Enter the position title as the title for the budget line item. Each position must be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total wage amount requested for the position.
3. Include the following narrative information supporting the request in the text box.
 - a. Identify whether each position is a new or existing position and the staff member's name (if known). New positions are those that result in an increase to the agency's overall FTEs while existing positions do not.
 - i. New position: explain the necessity for the new position.
 - ii. Existing position: explain how the position was funded previously and address supplanting.

- b. Outline the job duties or responsibilities for each position and indicate their relevance to the project. Specifically address job duties related to the provision of sexual assault services.
 - c. Identify the salary level requested in the budget.
 - i. For existing positions, identify the current salary level and justify any salary adjustments or raises. Clarify the process used by the agency for determining salary increases and who provides approval.
 - d. Indicate the total work week hours for each position and the percentage of time allocated or devoted to the project. Funding can only support the percentage of personnel time that is devoted to the SASP project.
 - e. Provide the calculation corresponding with the SASP wages requested (i.e., annual salary x SASP devotion OR hourly rate of pay x annual hours worked x SASP devotion = amount requested).
 - f. Identify other sources of funding for the position (if applicable) and the source of any match provided.
4. A job description for each position will need to be provided as an attachment.

Fringe Benefits Instructions

1. Enter the position title as the title for the budget line item. Fringes must be budgeted separately for each position, so repeat steps as needed for additional line items.
2. Enter the total fringe amount requested for the position.
 - a. Note that all individual fringes budgeted for a position should be consolidated under a single line item. A fringe benefit such as worker's compensation that is prorated at the agency level instead of the individual level may be entered as a separate line item though.
3. Include the following narrative information supporting the request in the text box.
 - a. List the staff member's name (if known) and identify each of the fringe benefits budgeted for the position.
 - i. Clarify if there are any new fringe benefits offered.
 - ii. Explain how existing fringe benefits were funded previously and address supplanting.
 - b. Provide the calculation corresponding with the total budget request. This should be a lump sum percentage of the SASP devoted salary for fringes (i.e., salary request under SASP x total fringe percentage = fringe benefits requested). To calculate the total percentage of all fringe benefits:
 - i. Add up the dollar amount of all fringe benefits (total fringes). Provide the breakdown of the fringes and corresponding amounts included (i.e., FICA = annual salary x 7.65%, health insurance = agency's share of monthly premium x 12).
 - ii. Divide the total fringes by the total salary for the position. Round the percentage to no more than 2 decimal points. See example calculation provided below.

Position 1: annual salary is \$40,000, of which \$30,000 (75%) is devoted to SASP.

Total fringes: \$5,487

FICA – \$40,000 x 7.65% = \$3,060

IRA - \$40,000 x 3% = \$1,200

Unemployment – 0.3% on first \$9,000 in wages = \$27

Health insurance - \$100/month for agency share x 12 = \$1,200

Total percentage of fringe benefits: \$5,487 / \$40,000 = 13.72%

Fringe benefits requested under SASP: \$30,000 x 13.72% = \$4,116

- c. Identify the other funding sources for fringes (if applicable) and the source of any match provided.
 - d. Identify the types of leave offered by the agency.
4. A copy of the agency's personnel policy detailing types of leave offered will need to be provided as an attachment.

Travel Instructions

1. Enter the specific travel expenses as the title for the budget line item. Different travel expenses may need to be budgeted separately, so repeat steps as needed for additional line items.
 - a. List expenses by purpose (i.e., training, conference, daily travel) and by type.
 - b. Do not lump costs together. For example, baggage fees for air travel need separated from the cost of the airline ticket.
 Example titles for budget line items: Local Mileage; In State Training – Mileage; In State Training – Meals; National Training 1 – Airfare; National Training 1 – Baggage Fees; National Training 1 – Taxi.
2. Enter the amount requested for the specific travel expense.
3. Include the following narrative information supporting the request in the text box.
 - a. Note if the travel is local, in-state, or out-of-state and the departure and destination points. If the destination for out of state travel is unknown, indicate that prior approval from NCC will be requested.
 - b. Explain the purpose of travel, the position(s) traveling, and the benefit or necessity of the travel for the project.
 - c. Identify the travel policy followed (i.e., agency policy or State of Nebraska policy).
 - d. Address supplanting. For recurring travel expenses such as local mileage, explain how the expenses were previously funded.
 - e. Include the allocation and detailed calculation of the specific travel expense. Explain how the total and budgeted amounts were determined (i.e., based on prior year's costs) and any applicable basis for prorating.
 - f. Identify the other funding sources for travel (if applicable) and the source of any match provided.
4. If applicable, a copy of the agency's travel policy should be provided as an attachment.

Equipment Instructions

1. Enter the specific equipment as the title for the budget line item. Different equipment expenses may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the equipment.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe all equipment expenses. Explain how each item is relevant and necessary to the project. If applicable, identify who will be using the equipment or benefitting from it.
 - b. Identify the capitalization threshold and whether agency or state policy is followed. If agency equipment policy is followed, please provide a copy of the policy as an attachment.
 - c. Summarize the bidding process to be used.
 - d. Address supplanting. For existing or recurring equipment expenses, explain how the expenses were previously funded.
 - e. Include the allocation and detailed calculation of the equipment. Explain how the total and budgeted amounts were determined and any applicable basis for prorating.
 - f. Identify the other funding sources for the equipment (if applicable) and the source of any match provided.

Supplies Instructions

1. Enter the type of supply as the title for the budget line item. Different types of supplies may need to be budgeted separately, so repeat steps as needed for additional line items.
 - a. Everyday costs such as office supplies do not have to be itemized separately in the budget and do not need to be broken into separate line items such as pens, papers, etc. Items included must be described in the narrative though.
 - b. Higher cost items that are considered substantial (i.e., computers, printers, appliances, furniture) should be budgeted under separate line items.
2. Enter the total amount requested for the type of supply.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe all supply expenses and explain why they are necessary for the project. If a certain type of supplies is budgeted under a single line item, describe all the items included.
 - b. Address supplanting. Explain how existing or recurring supply expenses were previously funded.
 - c. Include the allocation and detailed calculation of the supplies. Explain how the total and budgeted amounts were determined (i.e., based on prior year's actual costs) and any applicable basis for prorating.
 - d. Identify the other funding sources for the type of supply (if applicable) and the source of any match provided.

Procurement Contracts Instructions

1. Enter the type of contract as the title for each budget line item. Different contracts may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the contract.
3. Include the following narrative information supporting the request in the text box.
 - a. The expected deliverables or product/services that the consultant or contract will provide. Explain why the contract is necessary for the project.
 - b. Identify who the consultant or contractor is and how they are associated with the agency. Provide a description of the selection process to verify that the procurement process is fair, equitable, and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
 - c. Address supplanting. Explain how existing or recurring contract expenses were previously funded.
 - d. Include the allocation and detailed calculation of each line item. Explain how the total and budgeted amounts were determined (i.e., 100 hours x \$75/hour = \$7,500) and any applicable basis for prorating. Provide justification or an explanation of the requested rate.
 - e. Identify the other funding sources for the contract (if applicable) and the source of any match provided.

Subawards Instructions

1. Enter the partner agency's name as the title for each budget line item. Different subawards must be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the subaward.
3. Include the following narrative information supporting the request in the text box.
 - a. Explain the necessity or purpose of the subaward and the partner agency's role.
 - b. Expected deliverables or services that the subaward will provide and how they'll impact the project.
 - c. Address supplanting. Explain how existing or recurring subaward expenses were previously funded.
 - d. Provide a summary of the subaward budget and an itemized breakdown of requested expenses. Include the allocation and detailed calculation of each line item and describe the specific duties for each position requested.
 - e. Identify the other funding sources for the subaward (if applicable) and the source of any match provided.

Other Costs Instructions

1. Enter the specific type of cost as the title for each budget line item. Different costs may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested.
3. Include the following narrative information supporting the request in the text box.

- a. Describe the expense and the necessity to the project.
- b. Address supplanting. Explain how existing or recurring costs were previously funded.
- c. Include the allocation and detailed calculation of each line item. Explain how the total and budgeted amounts were determined (i.e., based on prior year's actual costs) and any applicable basis for prorating.
- d. Identify the other funding sources for the type of cost (if applicable) and the source of any match provided.

Indirect Costs Instructions

1. Add a line item for indirect costs.
2. Enter the total amount requested.
3. Include the following narrative information supporting the request in the text box.
 - a. Explain how the indirect cost rate was determined (federally approved or 10% de minimis). Indicate which federal rate is being used (provisional, fixed, or final) and the expiration date.
 - b. If the agency elects to apply a lower indirect cost rate due to budget constraints or other reasons, an explanation or justification for determining the lower rate should be included.
 - c. Identify the other funding sources for the indirect costs (if applicable) and the source of any match provided.
4. The **Indirect Costs Calculator** form must be completed according to your agency's budget and submitted with either an **Indirect Cost Rate Agreement** or **De Minimis Certification of Indirect Costs**. This paperwork will need to be periodically updated and resubmitted over the course of the project. An example for completing the Indirect Costs Calculator form using the Modified Total Direct Costs (MTDC) indirect cost distribution base is included below.

Budgeted Direct Costs

The amounts listed here must match the current or requested grant budget. See chart on page 2 of form.

Budget Category	Total Amount	Budget Details / Notes
Personnel	\$250,000	Staff salaries (Advocate, Case Manager)
Fringe Benefits	\$50,000	Staff fringes (Advocate, Case Manager)
Travel	\$12,000	Local mileage
Supplies	\$8,000	Office supplies
Equipment	\$5,000	New server
Procurement Contracts	\$60,000	Legal contract = \$45,000; Therapy = \$15,000
Subawards	\$60,000	Partner agency subaward = \$60,000
Other Costs	\$30,000	Rental costs = \$10,000; other misc. costs = \$20,000
Total Direct Costs	\$475,000	

Budgeted Indirect Costs & Total Budget

The distribution base and rate referenced here for indirect costs must match corresponding documentation. See chart on page 4 of form and additional information included on page 3 of form.

	Total Amount	Budget Details / Notes
Total Direct Costs	\$475,000	
Direct Costs Excluded from Indirect Cost Distribution Base	\$70,000	Excluded from MTDC: \$5,000 of equipment; \$20,000 for legal contract in excess of \$25,000; \$35,000 for partner agency subaward in excess of \$25,000; and \$10,000 in rental costs
Indirect Cost Distribution Base	\$405,000	\$475,000 - \$70,000
Indirect Cost Rate %	10%	De minimis
Total Indirect Costs	\$40,500	\$405,000 x 10%
Total Federal Budget	\$515,500	\$475,000 direct + \$40,500 indirect

SFY 2024 SASP Performance Plan

The applicant's proposed goals and objectives for the project are to be entered into the [AmpliFund Performance Plan Template](#). Applicants can refer to the AmpliFund user guides for specific instructions on submitting the goals/objectives within AmpliFund. Objectives should directly correlate to the project's proposed budget and the project services outlined in the Project Narrative.

Timeframe – [Year 1 \(July 1, 2023 to June 30, 2024\)](#). Applicant should develop a project goals and objectives for no more than 12 months of operations. These will guide the project through Year 1 of a two-year plan. In developing Year 1, applicants should take into consideration what the objectives will look like for Year 2. Projects will have the opportunity to adjust objectives for Year 2, however, overall goals should be consistent with Year 1.

Strategies – Broad statements summarizing the overarching purpose(s) of the project. Strategies must demonstrate how the sexual assault services funded will affect and/or make a meaningful difference in the lives of individuals who are victims and survivors of sexual violence. At a minimum, SASP projects are required to have the pre-assigned strategy of [Increased Victim Safety](#). The number of strategies will depend on the size of the proposed project. Applicants must enter their own measurable goals/objectives that will advance the project toward achieving the overarching strategy. Any additional strategies entered by the applicant will require corresponding goals/objectives.

Goals/Objectives – Each strategy should have 2-5 goals or objectives that clearly state what is planned for the project's activities and achievements. Goals must be measurable and state **what will be done** utilizing the grant funds, **what will be measured**, and within **what timeframe**. Goals will need to have a goal type identified for the goal to be properly reported on and tracked. The goal types are as follows:

1. **Narrative:** allows you to set a goal and track the progress of the goal by writing out narratives.
2. **Numeric:** allows you to set a planned number to be achieved. You will be able to track the actual numbers achieved vs. the goal's planned number.
3. **Percent Achieved:** this goal type allows you to set a goal percentage that you hope to achieve. You will be able to track the actual percentage achieved vs. the goal's planned percentage.

Measurable performance indicators **increase, decrease, or maintain** something and are not activity statements such as *to provide (event), to train, retain employees or to establish*. For example, if the *strategy* is for "victims and survivors to know more ways to gain personal safety and wellbeing," then the *goal/objective* could be the number of victims self-reporting increased awareness of their surroundings, or the number of safety plans developed.

If percentage changes are referenced in objectives, actual numbers will also need to be included. For example, if the goal is to "increase numbers served by 25%", it should be stated as "to increase numbers served by 25%, from 80 to 100". For ease of reporting, this performance measure should be entered as a "number" type of measure with 100 as the planned goal.

When developing goals/objectives, consider the following:

- How will the victims to be served benefit?

- By receiving this service, what will be the outcome for victims?

If the funding proposal increases the number of staff, the goals/objectives should indicate how the increased staff will improve outcomes for victims served. Examples: victims/survivors that know their rights will increase by 25%; victims/survivors that have supports within the community at discharge will increase by 10%.